

25 FEB 1976

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Annual Report - The CIA Travel Policy Committee for  
the Period 1 January - 31 December 1975

REFERENCE : Memo to C/TPC fr DD/S dtd 4 Feb 1970 - Subj: The CIA  
Travel Policy Committee (DD/S 70-0371)

1. This memorandum is submitted for your information in accordance with the reference request for an annual report from the committee. This report summarizes action on several of the sixteen proposals considered by the committee during 1975. Our deliberations resulted in six recommendations for regulatory change and four against adoption. The following are examples of those actions by the committee. 25X1A

a.

b.

c. Layette Allowance: The committee recommended that an air freight shipment of clothing and equipment be allowed when dependent children are born at posts where suitable layettes are unobtainable. 25X1A

d.

e. Travel of Candidates for Employment: The committee recommended that "invitees" be reimbursed for subsistence on an actual expense basis not to exceed maximum CONUS per diem.

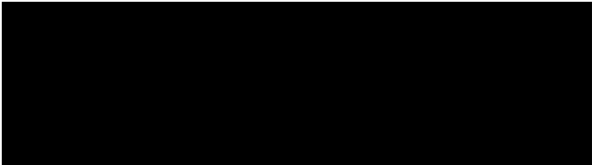
SUBJECT: Annual Report - The CIA Travel Policy Committee for  
the Period 1 January - 31 December 1975

- f. Special Air Freight Allowances: The committee declined to recommend that assignees to unaccompanied tours abroad be allowed to ship additional air freight weight in place of their usual shipping allowances.
- g. Travel Expense Reimbursement: The committee concurred in notices announcing the legal changes in subsistence and mileage rates per GSA temporary amendments.

2. Matters currently being considered by the committee include the following:

- a. Car Rentals: The committee is considering a proposed headquarters notice intended to establish uniform Agency policy and to achieve cost savings.
- b. Travel Expense Reimbursement: The committee is monitoring the recurrent GSA rule changes and intends to propose permanent revisions of regulations after the temporary amendments are completed.
- c. Cancelled/Amended Travel Order Reimbursement: The committee is reviewing the subject to determine what kinds of expenses properly are payable when PCS travel orders are cancelled or amended.
- d. Travel on American Airlines: The committee is concurring in revision proposals to emphasize travel requirements via American airlines per recent law and GAO guidelines.

25X1A

  
Chairman  
Travel Policy Committee

DDA Distribution:  
Orig - Ret'd to Chmn, TPC  
1 - DDA Subject

CONFIDENTIAL

# ROUTING AND RECORD SHEET

CIA Registry  
 File

SUBJECT: (Optional)

Annual Report - The CIA Travel Policy Committee for the Period 1 Jan - 31 Dec '75

FROM:

C/TPC  
1212 Key Bldg.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration 7-D-26 Hq

1 MAR 1976

2. DDA

1 MAR 1976

3. [Redacted]

4. 1212 Key Bldg.

5.

6.

7.

8.

10.

11.

1-3  
 It would appear to have been a productive year, and we express our gratitude for the fine work of the Travel Policy Committee, and to you as its Chairman.

Att: DDA /6-0933

DDA:JEBlake (1 Mar 76)

Distribution:

Orig RS - Mr. [Redacted] w/O of att

1 - DDA Subject w/cy of Att

1 - JEB Chrono

1 - DDA Chrono

Att: Memo dtd 25 Feb 76 to DDA fr Chmr, TPC, subj:  
 Annual Report - The CIA Travel Policy Committee  
 for the Period 1 Jan - 31 Dec 75